

**Bellaire Village Council
Meeting Minutes
May 3, 2017**

1. **Call to Order:** President Schulz called the meeting to order at 7:00 PM.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:**
 - Present:** President David Schulz, Council Trustees Dan Bennett, Eldon McPherson, David Ciganick, Bryan Hardy, Trish Drollinger and Helen Schuckel.
 - Absent:** None
 - Staff Present:** Cathy Odom, Treasurer, Lori Luckett, Clerk, Bill Drollinger, Chief & Ken Stead, DPW Supervisor.
 - Also Present:** Colette Stanish, Ruth Basch, Shirley Gordon, Phyllis, Laura Rogers, Brad Kik, Brad Keiser & Linda Gallagher.
4. **Approval of Agenda:** The agenda was approved with the addition of discussion item b, Meadowbrook meter update.

Motion by Schuckel, seconded by McPherson, to approve the agenda for May 3, 2017 with the addition of discussion item b, Meadowbrook meter update. Motion carried by voice vote.
5. **Conflict of Interest:** Trustee Drollinger noted her conflict with the PC Chairman Stipend, President Schulz noted his conflict with the Meadowbrook meter update and Trustee Hardy noted his conflict with the Area Senior letter.
6. **Consent Agenda:** The consent agenda was approved.

Motion by Schuckel, seconded by Hardy, to approve the consent agenda as presented. Motion carried by voice vote.
7. **Public Comment on Agenda Items:** None presented.
8. **Old Business**
 - a) **New DPW Truck-CD:** At the last meeting Council reviewed the purchase of the new DPW truck. As budgets need to be watched, waiting to purchase the vehicle was discussed. It was noted that there is a CD for the purchase of new vehicles, but that it hasn't matured yet. Council asked Treasurer Odom to see what the early withdrawal penalty would be. She informed Council that the penalty would be equivalent to one month's interest, which is about \$5.00.

Motion by Bennett, seconded by McPherson, to authorize the Village Treasurer to cash in the CD for the new truck. Motion carried by voice vote.

Treasurer Odom asked if the passage of this motion gives them permission to purchase the vehicle and Council agreed that it did.
 - b) **Water Trail Agreement:** Trustee Drollinger informed Council that the parks Committee reviewed the water trail agreement presented by Paddle Antrim. She stated that the committee made a few changes pertaining to access sites and rest stops. This will put us on the map so anyone using our waterways will know what Bellaire has available to them. The Parks Committee is recommending that the agreement be approved with the changes. Trustee Drollinger noted that Paddle Antrim are in agreement with the changes.

Motion by Drollinger, seconded by Schuckel, to approve the Water Trail Partnership Agreement between Paddle Antrim and the Village of Bellaire. Motion carried by voice vote.
 - c) **PC Chairman Stipend:** The Planning Commission Chair is supposed to receive a stipend, which he didn't receive. This was tabled at the last meeting to have Treasurer Odom see if this could be placed into Chairman Drollinger 457 deferred comp plan. Treasurer Odom informed Council that it could be applied to his 457 deferred comp plan but that it still has to go through payroll.

Motion by Hardy, seconded by McPherson, authorizing the Village Treasurer to pay the back stipend for the Planning Commission Chairman with the net proceeds to be deposited into his 457 deferred comp plan. Motion carried by voice vote with one abstention from Trustee Drollinger.

- d) **USDA Loan Financial Services:** President Schulz updated Council on the status of the USDA loan process. He said all of the information submitted has been approved for passage up to the next level. President Schulz noted that the letter he received discusses an intermediate interest rate, but he would like to know what that rate actually is. He requested staff to look into what that rate will be.

9. New Business:

- a. **Sunset Video-Laura Rogers-Shorts Anniversary Party:** Laura Rogers from Sunset Video explained that she had a complaint about the Shorts anniversary party, the closing of her business and the loss of revenue she endured. She explained that this party affects her business beginning Friday when they start to set up for the event. She stated it has not been too much of an issue the past couple years because they worked out an agreement for compensation between the two of them. She said she didn't hear anything from them for this year's event. She noted that they waited until the last minute to speak with her about re-negotiating the amount of compensation and feels she should have been approached sooner. She also said she sent a correspondence to Shorts asking for the same compensation as last year and then they can look at renegotiating an agreement for next year. She did not hear from them. She asked Council what they believed when they approved this year's party. President Schulz said Council requests them to contact the businesses to make sure there are no concerns as that is their ultimate concern. He explained that the first year of the party they requested proof that they had contacted the businesses and Council can approve that they return to this. President Schulz said that the County offers their parking lot for evening parking so those sites are accessible if parking becomes limited downtown in front of businesses. Chief Drollinger offered to meet with both parties to see if this could be resolved and to avoid conflict in the future. Council agreed. Trustee Ciganick also suggested that we set a timeline for the correspondence to the businesses so it is set well in advance, as they move toward probable dates in the future.

Motion by Schulz, seconded by Hardy, to craft correspondence to Shorts requesting that one, consideration for closing the sidewalk and street will be predicated on them receiving written sign off of all affected merchants, stores or buildings that are normally open during that time and also requesting a specific timeline of when they will approach Council and the businesses. Motion carried by voice vote.

Trustee Ciganick asked if evidence of the business owner responses were going to be requested and it was noted that they would. Trustee Drollinger discussed leaving a couple spots in front of her store open for her potential customers. It was noted that this could be discussed in the future. Trustee Bennett suggested looking at the books to determine an amount of compensation that could be discussed. Ms. Rogers noted that she feels that asking to view her books is an unreasonable request and will not agree to that. Trustee Ciganick stated that their donation to the DDA is appreciated but it shouldn't negate the loss to businesses. Mr. Reicha from Shorts commented through email with their side of the situation and his email was presented to Council in their packets.

- b. **Bellaire Garden Club-Bridge Boxes:** The Bellaire Garden Club is again asking Council if the DPW will water the bridge boxes during the week and if they will help with the purchase of the flowers. President Schulz asked if the moisture retention products discussed last year worked as well as discussed and it was noted that what they did try seemed to help hold the moisture. President Schulz suggested placing a disposable diaper underneath the soil as it is supposed to hold the moisture as well. The ladies said they would try it.

Motion by Bennett, seconded by Hardy, to approve \$175 for the cost of flowers for the bridge boxes. Motion carried by voice vote.

- c. **Crosshatch-ISLAND:** President Schulz explained that Crosshatch is an organization that specializes in searching out applicable grants and funding sources for nonprofit organizations. He explained that this building served as a community hall when it was built. He noted that many of the things used while it was a community center still exists. If this has a potential of moving forward the Village

offices would have to be relocated. Moving the hall to its original state has some merit and maybe this something we want to entertain. Some members of the DDA would like to look into this, but President Schulz told them that the Village doesn't have the funding to consider an office move. He also reminded Council that the museum has is housed in this building. Mr. Kik from ISLAND noted that at this point there is no plan yet, it is just a vision. He said they will look at a grant from the National Endowment of the Arts. He noted that these grants may be a long shot, but this building could be a crown jewel, especially when you bring arts in, which could be recognized nationally and it could attract national dollars. They feel they could write a compelling grant application to the National Endowment of the Arts and to another private foundation. Mr. Kik reminded Council that this is just in the very beginning stages. He said the next step is to see if feasibility exists to do this project and with the private grant due in October they will be working from now to that point to check. They will bring in an engineer and architect to help make the determination. Linda Gallagher asked if there were any locations the Village offices could move to and it was noted that one could be the old Bellaire Family Health Center.

- d. **DPW New Hire:** The Administration Committee interviewed three applicants chosen by the Public Works Committee to fill the vacant DPW position. The committee is recommending that Council hire Eric Shumaker at a starting wage of \$14.35 per hour and once he successfully completes the 30 probationary period, his wage be moved to \$16.25 per hour.

Motion by Schulz, seconded by Hardy, to hire Eric Shumaker to fill the vacant DPW position at a starting wage of \$14.35 per hour and upon successful completion of the 30 day probationary period, based on the supervisors review, his wage be moved to \$16.25 per hour. Motion carried by voice vote.

- e. **Cemetery New Hire:** The Administration Committee reviewed the two applications received and interviewed two applicants for the cemetery maintenance position. The committee would like to recommend Steve Alger at a wage of \$14.35 per hour for twenty (20) hours a week. President Schulz noted that he will be using Village equipment to do the job and we will be placing a locked porta-john at the cemetery for his use.

Motion by Schulz, seconded by Hardy, to hire Steve Alger as the seasonal cemetery maintenance worker at a wage of \$14.35 per hour for twenty (20) hours per week. Motion carried by voice vote.

- f. **ACD Hazardous Waste Collection:** The Antrim Conservation District would like to use Craven Park parking lot to place two trucks for their hazardous waste pick up, which is scheduled for August 5, 2017. The trucks will be placed on the lot from August 3/4 through August 7, 2017. Location of their truck placement was discussed as was why they didn't use the parking lot next to the food pantry like they have done previously. Clerk Lockett noted that she believes they are using both places. The trucks at Craven Park will be for larger item drop off. Trustee Drollinger asked if anything else is going on at the park at that time and it was noted that Little League will be over, the Fair is not that weekend and the co-ed softball tournament is later in the month, so it should be clear. Trustee Drollinger and McPherson said they would not object to the park use for their trucks as long as they are directed to the correct place to park them and there are not other activities that they would interfere with.

Motion by Drollinger, seconded by McPherson, to allow the use of the Southwest side of the parking lot for their trucks, to be cleaned up and out of there by August 7, 2017. Motion carried by voice vote.

- g. **Overnight Parking:** In the Water Trail Agreement, Richardi Park is considered a trailhead. The Parks Committee discussed that it would be nice to offer overnight parking because of that designation. The committee suggested that it be allowed from May 1 to November 1 of each year. The Parks Committee didn't see a problem with it, however, the Village currently doesn't allow for overnight parking and the park closes at 10:00 pm. They discussed not putting signs up, but it would be allowed. It would be advertised by the water way group. A possible ordinance amendment that would have to be done to allow for the overnight parking was discussed. President Schulz noted that the consensus of

Council doesn't seem object to overnight parking so staff was directed to look at the ordinance to see if an amendment would have to be made. This was tabled for further information.

Mr. Stead asked Council about the discussion in the parks minutes pertaining to opening Richardi Park bathhouse by May 1 and noted that due to potential for freezing pipes at night, thinks that this is not a good idea. He informed Council that if the pipes do freeze they are not easily accessible. The bathhouse blocks would have to be knocked out to get to the pipes to repair them. He suggested that we may want to change the opening date to the 15th of the month. Trustee Drollinger said she didn't think there would be a problem opening it up on May 1.

- h. **Park Reservation Forms:** The Parks Committee discussed the cost of the pavilion and gazebo at Richardi Park. The charge to rent both facilities is currently \$50.00 each. They discussed that the gazebo shouldn't be the same as the pavilion due to the lack of available tables & electricity. They directed staff to modify the park reservation forms for the gazebo to charge \$25.00 instead of \$50. Staff made the changes and the forms are ready for approval.

Motion by Hardy, seconded by McPherson, to approve the amended park reservation forms for the gazebo and pavilion. Motion carried by voice vote.

- i. **BSBL Contract:** The contract with the Little League is due for renewal. The only changes to it are the dates and we added the president's address. Trustee Ciganick asked whether we need to add the padlock issue to the contract. Mr. Stead said they have worked out a plan that will allow access by both parties.

Motion by Bennett, seconded by Schuckel, to authorize the Village President to sign the contract between the Village of Bellaire and the Bellaire Summer Ball League. Motion carried by voice vote.

- j. **Cemetery Monument Replacement:** We previously had some damage caused by our mower to a bronze plate at the cemetery. The replacement cost came in at \$2,092. It could be turned in to our insurance company and we have a \$500 deductible. Treasurer Odom also informed Council that Mr. Mortensen gave us a quote for another plate that was apparently damaged. Mr. Mortensen remembered it, but we have no correspondence from the family on file. Mr. Stead thinks it may have happened about 4 or 5 years ago. President Schulz asked if both could be filed under one claim. Treasurer Odom said she would have to look into it. President Schulz suggested we table this until further information can be obtained from the insurance company. No further action was taken.

- k. **Cemetery Mower Job Description:** A job description for the new cemetery mower position has been developed. Mr. Stead reviewed it and has no objections. The Administration Committee is recommending its approval. President Schulz noted that they did remove the section requiring a CDL because they will not be using any of that equipment. Trustee Drollinger verified that he would report to the cemetery in his own vehicle every day. There was discussion about whether he will be required to punch in and out. It was noted that he would be punching in and out for his shift. President Schulz noted that during the interview process they discussed the need for cutting, pruning, etc., when the cemetery doesn't need to be mowed. Trustee McPherson reminded Council of the community members that said they would be interested in helping clean up the cemetery in the spring. He suggested we try to contact them to see if they are still willing to put in some time to do this. Calling or placing a public notice in the paper to get in touch with those that said they would help were some options considered. President Schulz said we could plan this for the weekend before Memorial Day. Clerk Luckett noted that the Boy Scouts discussed going out there to clean up. It was also suggested that Mr. Alger be there supervising or directing volunteers. Trustee Hardy suggested contacting him to see if he is available to be there on the weekend. Mr. Stead reminded Council that he will be busy during the week getting the cemetery ready for Memorial Day and asking him to come in on the weekend may not work.

Motion by Bennett, seconded by Schuckel, to approve the cemetery mower job description as presented. Motion carried by voice vote.

- l. **Ripple Effect Grant:** Paddle Antrim has put together a grant program. Proceeds that are in excess of expenses have allowed for a set up of a Ripple Effect Grant program. Clerk Luckett has filled out the

grant application form for 2017. Included is the access site assessment and report along with the letter from Fleis & Vandenbrink regarding the Richardi Park kayaking access site on the Intermediate River, which according to Clerk Lockett was to establish for Council the basis for the request. This grant, if awarded, will cover the first phase of the project which will look at the items that Fleis & Vandenbrink identified. These include the topographical survey and reviewing the design. This is what the grant will cover, but there will be additional expenses to the Village.

Motion by McPherson, seconded by Bennett, to approve the submission of Paddle Antrim's Ripple Effect Grant application form for 2017. Motion carried by voice vote.

- m. Charitable Gaming Resolution-DDA:** The DDA would like to do a 50/50 raffle to raise funds. They are looking into having the businesses sell the tickets. To approve this raffle, a resolution has to be approved by the local governing body for a charitable gaming license.

Motion by Hardy, seconded by Bennett, to authorize Clerk Lockett, on behalf of the Village, to sign Resolution #14 of 2017. Motion carried by roll call vote. Ayes: Hardy, Bennett, Ciganick, Drollinger, McPherson, Schuckel & Schulz.

9. Discussion Items:

- a) **Area Senior Letter:** We received a letter from Ray Mills from the Area Seniors regarding repairs that may be needed on Thayer Lane. President Schulz noted that he drove Thayer Lane from M-88 by Bellaire Animal Hospital to just past the Senior Center and agrees there is one spot that does need attention. There is a large pothole between Maple St. and the COA building. Mr. Stead informed Council that the DPW wanted to put some patch in there, but that would be a temporary fix due to drainage that heads in that direction. Also in that section, the alley is lower where the drainage is. He said if H & D comes in, they would probably have to wedge it up and set it up to drain on the side so it heads to the storm drain that is located in that area. President Schulz stated that if we were to obtain a quote and if it was found to be too expensive for this fiscal budget, we could make the repairs needed for safety this year and then look at the budget for a complete repair next year. Mr. Stead was asked to get with H & D to see what was needed to resolve the problem.
- b) **Meadowbrook Meter Update:** President Schulz handed the gavel to president Pro-tempore Bennett. Mr. Stead updated Council on the status of the Meadowbrook meter. He said they went with the new style meter, which shoots up into the sewer and reads the water. The meter has been sent to us, their field rep is working with their technician to get it installed. He said there is not a date for installation set yet but he believes it will be right away.

11. Department/Committee Reports:

- a) **Committee Reports:** Committee minutes were included in packets for review for those committees that have met.
- b) **Clerk/Planner:** The planning commission minutes from their meeting are included in Council packets for review. There are two members of the planning commission who will be working with Lori on the possibility of allowing micro breweries and perhaps distilleries in other locations besides manufacturing.
- c) **Treasurer/Deputy Clerk:** None presented.
- d) **Department of Public Works:** Mr. Stead informed Council that well #5 is back up and running. There was a bad seal and it is now repaired. The bridge report came back and all is good, but it is recommended that the underwater inspection be done every five (5) years. He also noted that based on the discussion for repairs to Depot St., Council may want to wait to see what happens with the plans from the County before doing any of the suggested repairs. President Schulz updated the Council on the County's decision to possibly purchase of the bank property. He said he discussed with the County, that as they determine what their potential plans might be in terms of design and capacity; they may want to engage the Village in their process to verify that the Village's infrastructure could support their plans. They have

a CIP committee and it would be advantageous for us to keep track of their discussions during their process.

- e) **Police Department:** Chief Drollinger informed Council that the new car is on the road. He is also receiving many requests for pest control, namely squirrels. He stated that we do have an ordinance against shooting any type of weapon in the Village limits, but he is looking into allowing air rifles, by permit only, and only for pest control issues. He informed Council that the Shorts party went well. There was one incident in town when a gentleman entered a couple of homes and he was arrested. There were two drunk driving arrests. He also stated that he would speak with Shorts about moving the location of the shuttle service to help take the activity of some having to walk too far to catch the shuttle.

12. Closing Member/Public Comment:

- **Colette Stanish:** Mrs. Stanish asked how much the Meadowbrook meter cost and who will be paying for it. President Schulz noted that the cost is about \$15,000 plus the electric and the Village will be absorbing the cost.

13. Adjourn: Meeting adjourned at 8:34 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____

